



City of Milpitas

Announces a job opportunity for **Senior Code Enforcement Officer**

Annual Salary Range: \$77,872 - \$94,654

Filing Date: August 14, 2015

About the Position

The Senior Code Enforcement Officer position will implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to receive and investigate complaints regarding zoning and other Municipal Code violations; interact with the public (including responsible and complaining parties); initiate enforcement actions, including preparation of notices of violation and citations; assist in case preparation for legal actions; testify in court; prepare staff reports; and assist in the revisions to and development of ordinances; and other related work as assigned.

EXAMPLES OF DUTIES

- Receive, record, investigate, inspect and respond to citizens' most complex complaints concerning City Code and other laws, rules and regulation violations as assigned; assigns, schedules and coordinates cases and workload for other staff.
- Evaluate and gather information related to the applicable ordinances, codes, laws, rules and regulations and determines the proper course of action.
- Supervise and participate in the continuous improvement of administrative processes.
- Contact responsible parties, issue warning notices or letters regarding City Code violations and follow up on compliance; Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies; Issue citations on misdemeanors and infractions, research and prepare cases for prosecution and testify in court.
- Maintain active liaison and coordinate communication with and between homeowner groups, apartment and condominium associations, and local business as well as the Police Department, Building Department and Fire Department; Coordinate neighborhood cleanups and participate in proactive code enforcement sweeps.
- Prepare and give public presentations and staff reports regarding code enforcement; prepare and develop ordinances relating to code enforcement.
- Oversee the City's Code compliance program; may receive and respond to complaints concerning animals, abandoned vehicles, sanitation, graffiti, and Housing code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.

Minimum Qualifications

Experience: Three years of progressively responsible code enforcement experience, including demonstrated experience in a leadership role, such as program development and/or management.

Education: Possession of an Associate of Arts Degree.

License and Certificates:

- Possession of or ability to obtain and maintain a Valid California Driver's License.
- Certification as a Code Enforcement Officer by an organization recognized by either the California Alliance of Code Enforcement Organization (CACEO) or the California Code Enforcement Corporation (CCEC), either of which must be obtained within the first year of employment.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 6.25% or 7% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>